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## **1 INTRODUCTION**

### **1.1 General**

Emerging infectious diseases (EIDs) are infections that have recently appeared within a population, those whose incidence or geographic range is rapidly increasing or threatens to increase in the near future. Emerging infections can be caused by:

- Previously undetected or unknown infectious agents.
- Known agents that have spread to new geographic locations or new populations.
- Previously known agents whose role in specific diseases has previously gone unrecognised.
- Re-emergence of agents whose incidence of disease had significantly declined in the past, but whose incidence of disease has reappeared. This class of diseases is known as re-emerging infectious diseases.

### **1.2 Purpose**

The purpose of this plan is to provide a safe workplace for ConsMin personnel and contractors minimising the risk of harm from exposure to an infectious disease. This plan will provide ConsMin with a framework for preparedness, planning and continued operation during the occurrence of an emerging infectious disease.

### **1.3 Objectives**

The objectives of this plan are to:

- Minimise the spread of potential infections.
- Determine isolation protocols, including the postponement of work events/meetings or work-related travel as required.
- Attend promptly and efficiently to all individuals requiring medical attention.
- Ensure effective communication to all personnel and contractors is established and maintained.

### **1.4 Application**

This plan applies to all operational sites including, Woodie Woodie Operations and ConsMin West Perth Office and to all personnel employed in those operations including contractors and visitors.

### **1.5 Planning Responsibility**

Under the authorisation of the on-site GM, the responsibility for the development and maintenance of this plan rests with the Principal: HST who assumes the role “Infectious Diseases Manager” (IDM). The Senior HST Advisors will provide support and will undertake an Alternate IDM role in the absence of the Principal: HST.

In relation to the ConsMin West Perth Office, the responsibility for the development and maintenance of this plan rests with the Principal: HST who assumes the role “Infectious

Diseases Manager” (IDM). The Principal: Human Resources will provide support and will undertake an Alternate IDM role as required.

## **1.6 Review and Update**

This Plan will be reviewed on a yearly basis or as necessary according to circumstances.

## **1.7 Relevant Legislation**

- *Mines Safety and Inspection Act 1994*
- *Mines Safety and Inspection Regulations 1995*
- *Public Health Act 2016 (WA)*
- *Health Services Act 2016 (WA)*
- *Emergency Management Act 2005 (WA)*
- *Emergency Management Regulations 2006 (WA)*
- *Biosecurity Act 2015 (Commonwealth)*

# **2 INFECTIOUS DISEASE MANAGEMENT**

## **2.1 Prevention**

### **2.1.1 Identification and Communication**

The IDM and Health and Safety Team members shall monitor alerts and guidelines from regulatory agencies, legislative departments, and reputable industry advisory / representative associations, including but not limited to:

- Department of Health: WA
- Australian Government Department of Health
- Department of Mines, Industry, Regulation and Safety
- World Health Organisation
- Smart Traveller
- Chamber of Minerals and Energy (CME)
- Association of Mining & Exploration Companies (AMEC)

If these agencies identify the potential for an infectious disease to impact personnel or areas which may affect ConsMin operations, all relevant personnel are to be notified, including the GM Woodie Operations and the ConsMin Australian Leadership Team. These parties shall determine a Communication Plan for personnel including:

- Information to be communicated to personnel (i.e., via Start-safe, business-wide memos etc).
- Alerts from regulatory agencies.
- Education on reducing risk of infection.

Regular communications and training presentations will be delivered to all personnel, relating to the nature, symptoms and development of EIDs, in addition to prevention and control education sessions. These sessions shall include information relating to the importance of

personnel reporting any symptoms at the earliest possible juncture, hygiene information and social distancing methods and requirements.

Increased access to the Employee Assistance Provider (EAP) will be provided for employees to seek advice. Additionally, the accessibility of Mental Health First Aid Officers shall be discussed regularly during team briefings and via regular site / business communications.

## **2.2 Minimisation of Infection Spread**

ConsMin will primarily use guidance provided by the Department of Health WA (DoH), in relation to preventing infection spread. Where prudent to do so, ConsMin may implement measures over and above publicly available guidance. Measures to be considered include, but are not limited to:

- Regular communication of hygiene advice from reputable sources to all personnel.
- Postponing any business travel to countries or areas designated as high or moderate risk.
- Postponing any non-essential travel to site.
- Health screening and questionnaires prior to personnel boarding flights, when required to do so.
- Home isolation periods for personnel deemed to have a higher risk of transmission.
- Working from home where possible.
- Conducting meetings via video conferencing.

### **2.2.1 Social Distancing Measures**

Social distancing includes ways to stop or slow the spread of infectious diseases due to less contact between people. Social distancing is important because many EIDs spread from person-to-person through:

- Direct close contact with a person while they are infectious.
- Close contact with a person with a confirmed infection who coughs or sneezes.
- Touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection.

In the event of an EID having the potential to affect the business, ConsMin will consider and implement the following measures where appropriate / practicable:

- Gatherings of people should be limited as much as possible and conducted in line with social distancing requirements, for example, pre-start meetings may be conducted outdoors or in spacious areas where 1.5 metre distances can be maintained between all personnel.
- Common areas such as the dry / wet mess, airport etc. may be subject to removal or demarcation of seating to ensure social distancing is maintained.
- Take-away and pre-packaged food options may be introduced, along with pre-packaged condiments and utensils.

- Where possible, consideration should be given to maintaining social distancing on aircraft, site buses, light vehicles, and SME where applicable.

### **2.2.2 Higher Risk Personnel**

Woodie Medics shall maintain a list of personnel who, due to underlying health issues, may be more susceptible to contracting an EID, or be at greater risk of an EID exacerbating their condition further should they contract an EID. In the event of an EID affecting any person at site, immediate consideration should be given to isolating such individuals, or arranging for their departure from site.

### **2.2.3 General Hygiene Guidelines**

In order to decrease the risk of infectious disease outbreak, the following general guidelines shall apply.

- Any personnel who prior to attending at the workplace become aware that they are sick and unable to work, are to follow the Fitness for Work Procedure and notify their Supervisor that they will not be travelling to site or attending the West Perth Office.
- If already at site, sick personnel must call ahead to inform the Medic of symptoms, then if directed to, attend the medical centre for diagnosis and treatment during operating hours (other than in cases requiring immediate attention).

Personnel shall be encouraged to follow good hygiene practices by:

- Ensuring that they regularly wash their hands, particularly prior to entering the dry mess and other common areas, before handling food or eating, after going to the toilet, or when hands are dirtied by respiratory secretions after coughing or sneezing.
- Using the inside of a flexed elbow or a tissue when sneezing or coughing.
- Using available anti-bacterial agents e.g. Aquim, Glen 20 etc. to ensure shared work areas are kept clean.
- Avoiding contact with live animals including poultry and birds, and consumption of raw and undercooked meats.
- Wearing a mask if you have EID respiratory symptoms such as a cough or runny nose.
- Avoiding sharing food, cutlery, crockery, utensils and other personal hygiene items.
- Avoiding physical contact such as shaking hands and avoid touching the face or rubbing the eyes.
- Maintaining social distancing wherever possible of at least 1.5 metres from another person.

Hygiene stations are installed and maintained at the entrance to the dry mess, crib rooms, gyms and bathrooms. These stations contain a variety of products including soap, hand sanitiser, disinfectant sprays, paper towels and running water. Personnel who fail to comply with hygiene directions may be subject to disciplinary action.

## **2.3 Identification and Treatment**

### **2.3.1 Identification of an EID**

The IDM, Site Medic and Health and Safety team shall determine, using information from regulatory agencies, the criteria for identifying personnel who may have contracted an infectious disease. This may include criteria such as:

- Symptoms common to the infection.
- Travel or transit through a country or area considered to pose a risk of transmission within the incubation period for that infectious disease, as stated by regulatory agencies.
- Exposure to individuals with confirmed cases or presence at areas deemed to be exposure sites of infectious disease within the incubation period.

Personnel on site experiencing symptoms common to an EID, shall not present directly to the medical centre; they should call from their rooms. The Site Medic will ask a series of questions relating to the risk factors and decide how to proceed based on current information and advice pertaining to the EID. Should the Site Medic deem that patient to be at risk of infection, they are to wear PPE in line with DoH guidelines and treat the patient in their room. In these circumstances, the medical centre will not be used (unless in cases of emergency). These measures could prevent or minimise the spread of the infection.

In all cases where a person exhibits similar symptoms and / or there has been potential for contact with an EID, the Site Medic must consult with the On-call Doctor and follow the directions recommended accordingly. Upon identifying personnel who meet the above criteria, the Medic shall notify the Senior HST Advisors and IDM who will inform the General Manager on site.

Where available the IDM shall source EID testing kits whilst ensuring this does not put an unnecessary strain or compete with the public health system. Any testing at Woodie must be undertaken under the direction of a physician or with the permission of the DoH.

### **2.3.2 Care of Personnel**

Whilst adhering to advice given by regulatory agencies, or on-call medical professionals, symptomatic personnel may be:

- Isolated at site.
- Transported to a testing site via road – if deemed fit to do so by a physician. The person will be provided with a light vehicle and drive themselves. For less experienced drivers who may not be comfortable driving to the nearest testing site, an escort vehicle and driver may be provided.
- Transported via Royal Flying Doctors Service (RFDS).
- Depending on the contagiousness or severity of the infectious disease, flown offsite via regular scheduled flights.

It is imperative that when considering the best course of action, the nominated measures shall be assessed and endorsed by a physician and the Pilbara Public Health Unit (PPHU), who will recommend the appropriate method for providing care and / or transportation (including measures for any person who accompanies an affected individual). Any vehicles that have been accessed by a potentially infectious person, shall be quarantined until such time as the

person has provided a negative result, or until the vehicle has been decontaminated by a specialist company using products approved by the Therapeutic Goods Administration.

If a confirmed EID case has mild symptoms, and there are the resources provide personnel with the support and facilities to isolate them from other people, they could remain at Woodie until their infection has cleared under the direction of the ConsMin physician and PPHU. The PPHU shall be contacted to provide advice on the management of close contacts. Close contacts will be required to self-isolate as described in 2.2.3.

Clear records must be kept as to personnel on site that are identified and treated. In the event of a contagious disease affecting site, the treating Site Medic is responsible for notifying the PPHU.

- Phone: 9174 1660
- Fax: 91741088
- Email: [WACHSPilbaraCommunicableDiseaseControl@health.wa.gov.au](mailto:WACHSPilbaraCommunicableDiseaseControl@health.wa.gov.au)

### **2.3.3 Isolation Protocols**

In the event that personnel are to be isolated within their rooms, the following steps shall be taken:

- Symptomatic personnel are to be notified that they shall remain in their room until further notice.
- Non-symptomatic personnel who may have been close contacts of affected personnel may be required to isolate, depending on advice or instruction from the DoH (in certain circumstances this could apply to the majority of personnel at site).
- A notice shall be posted on accommodation doors informing other personnel of the isolations.
- ConsMin Village Management will arrange meal packs for affected personnel, which will include disposable plates and cutlery.
- Any waste from the infected persons room shall be treated in accordance with medical waste protocols.
- Personnel delivering meals are to don a mask, knock on the isolated persons door and wait for acknowledgement. They are then to advise the person not to open the door immediately and advise where the meal is located i.e. “on chair at side of door.”
- The individual’s health shall be monitored by the Site Medic on an ongoing basis.

A supply of food and provisions will be set aside in an area which will be made inaccessible during normal operations. This supply will only be accessed during such a period where normal food and provisions are not available due to an outbreak of an EID. Only those who are deemed to be critical workers and are free from infection will be permitted to access this area and the stock contained within. Additional EID specific protocols may be required according to circumstances. The Site Medic shall consult with the ConsMin Physician to determine additional measures and / or precautions to be taken.

### **2.3.4 Room Cleaning Protocols**



Where a person has been quarantined due to a confirmed infectious disease, the environment shall be decontaminated and cleaned by specialist personnel engaged by ConsMin. The specialist company must use disinfectant products listed as “*Disinfectants for use against COVID-19 in the ARTG for legal supply in Australia*”

<https://www.tga.gov.au/disinfectants-use-against-covid-19-artg-legal-supply-australia>

Under no circumstances are non-specialist personnel allowed to enter a quarantined area (except in an emergency), including regular cleaning staff. The following protocols shall also be followed:

- Room waste shall be double bagged and labelled as biological hazardous waste for appropriate disposal.
- Linen shall be double bagged and labelled as biological hazardous waste for isolated industrial laundering.

### **2.3.5 Use and Disposal of Contaminated PPE**

Prior to using PPE, consideration should be given to using such equipment needlessly. Personnel should be mindful of the implications on broader public health when sourcing equipment such as this, to ensure ConsMin do not unnecessarily draw on resources from the public health sector. Equally, in situations where guidelines or a physician stipulate the use of PPE, such equipment must be used, without exception. Reputable sources of information shall be used to determine the effectiveness of PPE use for different situations and scenarios, and to establish if any supply constraints would affect the broader community. Where available, an adequate supply of effective PPE shall be stocked. An appropriate supply of face shields, protective gowns, gloves and facemasks shall be stored at the Woodie clinic, specifically for the use of those who may be required to attend to infected personnel. Moreover, a plentiful supply of facemasks shall be stocked by the Woodie stores department, for the general use of personnel.

Hand hygiene shall be performed before putting on and after taking off PPE. All PPE used in the treatment or diagnosis of a suspected infectious disease, must be disposed of in a clinical waste bin. Such waste shall be collected by licenced specialists and disposed of according to Department of Health guidelines. Such PPE includes:

- Medical masks
- Gowns/Aprons
- Eye protection
- Gloves

## **3 CRISIS MANAGEMENT**

### **3.1 Recognition and Activation**

A crisis situation is any business continuity, reputation or liability issue that threatens the commercial position or survivability of ConsMin. In the event that an EID may potentially affect personnel all or a substantial number of personnel of the company, and have major actual or potential long-term consequences, ConsMin Crisis Management Plan shall be activated and the Crisis Management Team (CMT) convened. Only the Managing Director or appointed



delegate can formally declare a crisis, or direct that ConsMin act as if in crisis requiring abnormal situation management.

The CMT will focus on strategic issues, which may affect the company's future operability, profitability and reputation. The CMT will also give support to site key personnel as needed, primarily in the areas of corporate communications, HR and higher level technical and commercial assistance. The CMT will manage their activities and actions in accordance with the protocols stipulated within the ConsMin Crisis Management Plan:

<http://intranet.consminerals.com.au/bms/FS-HSE-PR-0061.pdf>

## 4 TERMS AND DEFINITIONS

<b>Term</b>	<b>Definition</b>
<b>ESO</b>	Emergency Services Officer
<b>GM</b>	General Manager
<b>IDM</b>	Infectious Diseases Manager
<b>PPE</b>	Personal Protective Equipment
<b>PPHU</b>	Pilbara Public Health Unit
<b>DoH</b>	Department of Health
<b>CMT</b>	Crisis Management Team
<b>EID</b>	Emerging Infectious Disease(s)
<b>RFDS</b>	Royal Flying Doctors Service
<b>SME</b>	Surface Mobile Equipment
<b>WA</b>	Western Australia
<b>HST</b>	Health, Safety & Training